



Full-Charge Bookkeeper POSITION DESCRIPTION

Status:	Full-time, 40 hours/week
Work Location:	Duvall, WA, some remote possible
Hours:	Weekdays, with approximately 2 annual weekend/evening events
Compensation:	DOE. Benefits include paid holidays, vacation, sick leave and health insurance 100% paid by the employer.
Reports to:	Finance Director

ACRES OF DIAMONDS

Founded in 1996, Acres of Diamonds is committed to helping homeless moms and kids create lasting change. In active collaboration with the wider community, Acres provides moms and kids a safe place to recover and rebuild with the support needed to break the cycles of addiction, poverty, and abuse. The structured living plan, on-site counseling, parenting support and life-skill training help moms to re-establish their lives with purpose and confidence. We are innovative and dedicated to our mission, and we are expanding to serve even more moms and kids.

POSITION SUMMARY

We are looking for a skilled full-charge bookkeeper to join our finance team. If you have excellent organizational skills, a talent for multi-tasking, and a strong desire to support a growing nonprofit, this position may be a good fit for you. The main responsibilities of this role include managing, processing, and recording accounts payable, donations income, and semi-monthly payroll. Working closely with the Finance Director, the bookkeeper also supports other important business tasks such as the annual budget process, tracking valuable assets, and managing local filings and renewals. The successful candidate will have a desire to serve and an ability to meet deadlines.

KEY DUTIES & RESPONSIBILITIES

- Record all payments and income
- Prepare payroll accurately and on time using our outside processor
- Review transactions for compliance with policies
- Maintain an orderly filing system for vendor, payroll and accounting documents
- Update and maintain the general ledger
- Daily cash management
- Maintain fixed asset records
- Audit gift card inventory and record gift card donations and usage monthly
- Regular monthly and annual account reconciliations
- File routine administrative and regulatory documents
- Produce regular budget reports
- Problem solving and customer service
- Assist the organization, as needed, on special projects
- Participate in the evaluation of accounting systems and solutions



- Establish and maintain good working relationships with staff, vendors, and agencies
- Maintain strict confidentiality of sensitive information with discretion and professionalism

QUALIFICATIONS

- Personal relationship with Jesus Christ and active in a Christian church
- At least three years accounting or bookkeeping experience, including payroll
- Nonprofit experience preferred
- Proficient in Word, Excel, Outlook. QuickBooks Online a plus
- Excellent oral, written, and interpersonal communications skills to facilitate effective interactions with residents, donors, volunteers, and staff
- High degree of integrity and ability to maintain confidentiality are essential
- Ability to prioritize and organize workload and manage time independently to meet deadlines.

Acres of Diamonds is a Christian 501(c)(3) organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives.

It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission and character of Jesus Christ.

Send Resume and Cover Letter to valarie@acresofdiamonds.org Qualified candidates will be contacted. We look forward to hearing from you.